

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. <u>Position Title:</u>	Division Manager/ Parks Superintendent	<u>Revision Date:</u>	02/14
		<u>EEO Category:</u>	Professional
		<u>Status:</u>	Exempt (Exec.)
		<u>Control No:</u>	30601

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Director of Parks and Recreation, supervises and administers the maintenance and construction of all parks, buildings, streetscapes, trails, trail heads, the cemetery and other landscaped areas for the City.

III. Essential Duties:

- Supervise and give clear instructions to employees.
- Provide appropriate training to employees.
- Perform budget appropriation, preparation, and monitoring.
- Inspect cemetery, parks, streetscape's, city buildings and sports fields to determine maintenance needs and liability problems.
- Plan, design, and review all park and streetscape plans.
- Forecast and monitor development and maintenance costs.
- Work closely with other departments and city leaders to coordinate projects.
- Oversee physical setup needs for community promotions and special events.
- Provide specific documentation of inspection and maintenance records to meet risk management requirements.
- Organize and oversee departmental goals.
- Perform general office duties - answer phones, take messages, type letters, and open mail.
- Act as staff support to the trails committee.

V. Marginal Duties:

- Stay current on trends in parks field.
- Perform other duties as assigned.
- Serve on the Wasatch Area Parks & Recreation committee.

V. Qualifications:

Education: Requires a Bachelor's Degree with major course work in Arboriculture, Horticulture, Business, or related field.

Experience: Requires five years related work experience which includes progressively increasing responsibilities and supervisory experience; may substitute, year for year, up to two years of additional directly related education for experience.

Certifications/Licenses: Must possess a valid Utah Driver's License.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Principles of management, supervision, and planning; OSHA safety standards; maintenance practices and procedures; landscape design and maintenance; accounting; agronomy or horticulture; recreation; public relations; correct English usage, spelling, and vocabulary.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.; great responsibility for making decisions affecting the activities of people including responsibility for worker motivation and satisfaction; the exercising of extreme discretion and independent judgment; responsibility for the supervision of supervisors, full-time, part-time, and seasonal employees.

Communication Skills: Work and communicate effectively verbally and in writing; contacts with other departments, furnishing and obtaining information; contacts requiring tact and judgment to avoid friction; frequent contacts involving the carrying out of programs and schedules; outside contact with public presenting data that may influence important decisions; frequent contacts with executives on matters requiring explanations and discussions.

Tool, Machine, Equipment Operation: Regular use of office equipment including telephone, computer, fax and copy machine; occasional use of a TV and DVD; in addition to trucks, tractors, and mowers.

Analytical Ability: Organize, delegate, and establish meaningful goals; design and implement a variety of recreation programs; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; work independently on assigned projects involving research and data collection; report preparation and budget data preparation.

VI. Working Conditions:

Physical Demands: Moderate stooping, kneeling , and lifting (up to 50 pounds) is required; job requires great mental effort and extreme mental pressure and fatigue during an average work day.

Work Environment: Occasional exposure to unpleasant or hazardous working condition by noise, dust, water, heavy equipment, and outdoor work in all types of weather; constant exposure to deadlines and evening, weekend, and holiday work; frequent stress from managing multiple priorities and interpersonal conflicts.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____